



# Parent-Teacher Conference Scheduling



## Step-by-Step Directions

**Fall Parent Teacher Conferences will be held on Thursday, October 18 and Tuesday, October 23.**

Parent(s)/Guardian(s), this year at John Marshall we are, once again, making parent-teacher conference scheduling available online. We are using an online program called PTCFast this semester. We hope this will provide a more streamlined process for you and offer more parent choice in the scheduling process. If you are unable to schedule online, please contact your child's teacher to set up a conference. Please schedule online, if possible.

### Instructions

Below are instructions for parents on **how to schedule Parent-Teacher Conferences** for your student. If you need additional help with this process, please contact your child's teacher or the main office at 715-261-0060.

#### 3 Ways to Access the Parent Teacher Conference Scheduling Website

<http://marshall.wausauschools.org/> \*click on "Conference Scheduling" from the "School Information" tab.

or go directly to:

[https://www.ptcfast.com/schools/John\\_Marshall\\_Elementary\\_School](https://www.ptcfast.com/schools/John_Marshall_Elementary_School)



#### How to Schedule a Conference Appointment Slot

- Go to the scheduling site using one of the possible links above. You may access it through either a computer or a digital device.
- Click on the teachers you would like to schedule with for your first child.
- Enter the information requested on the form including your child's name, your name, your email, and phone number.
- Click Submit
- You will receive an email with a link to schedule with that teacher. Click on the link "Click here to select conference time."
- Click on an open time on the teacher's schedule.
- To add another conference for this child, click on the link in the left hand page navigation that says "Register another conference at John Marshall Elementary School for..."

#### How to Schedule Appointments for Multiple Children

If you have more than one child you will need to:

- Schedule appointments for one child using the process above
- Click on the link "Add a different student at John Marshall Elementary School" on the left hand page navigation.
- Repeat the above process

#### How to Get More Help

If you need more assistance with scheduling your parent teacher conferences, or do not have internet access, please contact your child's homeroom teacher or the main office at 715-261-0060.